

# Uploading Your GISD User Files to OneDrive

## OneDrive

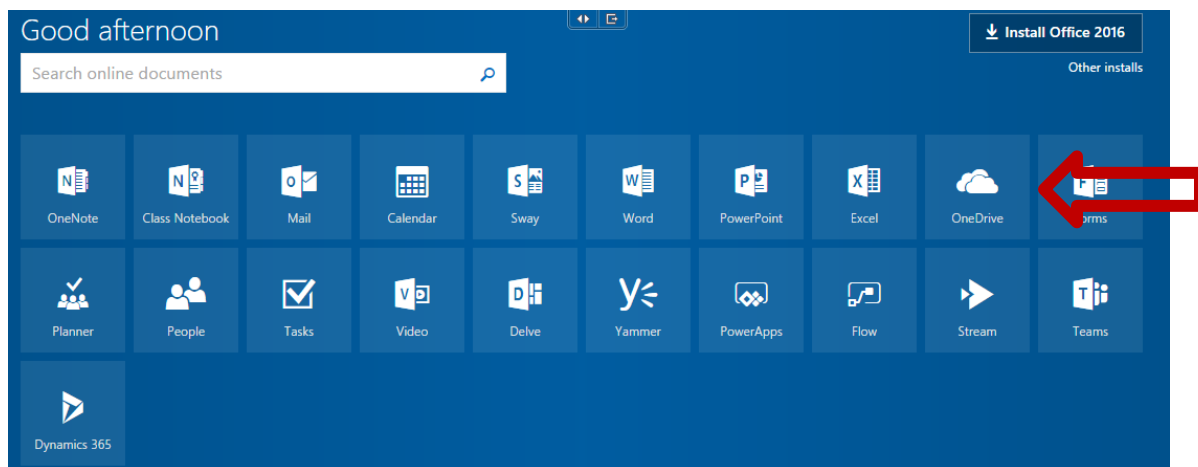
1. First, open a web browser on your district PC and go to [portal.office.com](https://portal.office.com)
  - a. Sign in using your GISD network username and password

Work or school, or personal Microsoft account

Keep me signed in

Sign in

- b. At the portal Welcome page, choose **OneDrive**



2. Next, open your district user folder on your PC
  - a. Windows 7 PCs
    - i. Hit the **Start button**, then type **Computer**
  - b. Windows 10 PCs
    - i. Hit the **Start Button**, then type **This PC**
3. To upload files and folders, drag files and/or folders from your U:\ drive into the OneDrive cloud storage page.

